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Deputy Director (Support)

Shelfor: The Request for a Linotype Machine

1. This Staff Study contains a resommendation submitted for DE/S approval. Such recommendation is contained in paragraph 7.

2. PROMITERS

To provide TSS with a Linotype Machine Model #30 and matrices for various languages as may be required in order to facilitate the work of the Staff.

3. ASSUMPTIONS:

755 will not use the linetype facility for PP printing which is recognised by the DD/P as a responsibility of the Printing Services Division.

- L. PACTS HEARING ON THE PROBLEMS
- a. TSS is presently hand-setting type and cutting plates by hand. Both of these processes are westeful of time and manpower.
- b. We operational security problem is encountered by TSS using a Linotype since this machine is now sold widely throughout the world.
- c. TSS could use the Model #29 Linotype which is used by FSD.

 However, the Model #30 is preferred because of its greater

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- d. The estimates a minimum requirement of 4 hours per day use of a Linotype.
- e. TSS will release two ociling positions if their request is granted.

- f. The Linotype was programmed and budgeted for this year by TOS.
- g. PSD has h Model #29 Linotype Machines in the Administration shillding and two at the property PSD also has 25X1A6a matrices in 51 languages.
- h. Foll has been averaging 2200 hours overtime per month.
- i. PED would be able to isolate a machine for The work.
- 5. MISSINGERM:
- a. Although 155 recognised its need for a Linetype Machine some fifteen menths ago, its first formal requisition was submitted in June of 1957 (see attachment 1). FSD took exception to the requisition in a memorandum of 11 July 1957 (see attachment 2). Inasmuch as TSS had hinged its justification in June on a PP Staff requirement. SSA-DD/S called a meeting of TSS, PSD and PF Staff to resolve the difference. This meeting is superized briefly in the memorandum to the Chief of Support, TSS, from SSA-DD/S, 10 September. (See attachment 3). The crux of the problem up to this point was that TSS had been basing its need for a Linotype on PF printing requirements rather than its need for a Linotype to facilitate its decument reproduction and imitative printing. Therefore, by a memorandum of justification dated 12 September, 755 resubstitted the requisition for a Linetype but again the Office of Logistics did not consur. 35A-25/5 presented the conflicting positions to r. who stated that he would be willing to discuss the matter further with TES and the Office of logistics if ISS had added justification which had not been

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of TSS, and

ing chaired by myself and attended by

of Legistics was held at which TSS presented new information and explained its need in detail. Fost of the TSS arguments are presented in paragraph 3 above.

brought forward to date. Consequently on 9 October a meet-

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In the 9 Ostober meeting the Office of Logistics stated that while it was in a position to provide the support

required by TSS, it could only do so by increasing its already burdensome overtime or augmenting its staff. It was also developed that while a Linotype could be isolated to provide a secure space for TSS to conduct its sensitive document reproduction work, this would entail adjustments in FSD scheduling with consequent disruption to the work flow in PSD.

- b. It was noted that the total cost of the machine and matrices would be approximately \$31,000 and that the savings in manpower would offset this amount in approximately 18 months.
- 6. CONCLUSIONS:

It is concluded that TSS has a need for a Linotype Machine which supersedes, in the interest of economy and efficiency, the desirability of adhering to the principle of centralized printing facilities. If the expenditure of \$31,000 will improve the work of TSS, both in quality and timeliness, and at the same time enable TSS to reduce its personnel strength by two, it can only be concluded that the proposal is sound. Also extra time on the TSS machine would be made available to PSD in order for them to make some reduction in their overtime.

7. ACTION RECOMMENDED:

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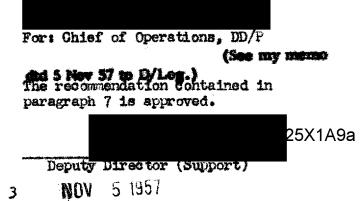
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DD/S chrono, subject, reading

It is recommended that you approve the purchase of a #30 Linotype Machine for this particular purpose for the Office of TSS and that you use your good offices and the Office of Logistics to request the concurrence of the Joint Committee on Printing.

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Date

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